CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW879
Classification Specification: CONSERVATION ANALYST
Salary Range:NR 40 – Management Benefit Level C
Position Description: <u>Environmental Ecologist</u>
Incumbent:
Location: Public Works - Engineering/Environmental

GENERAL PURPOSE:

Under the direction of the Environmental Conservation Supervisor or designee, perform experienced-level professional duties related to the protection of Kent's critical areas, with emphasis on wetlands, streams, and other environmental related duties within the City of Kent. The incumbent will also perform professional duties related to biological design, planning, and review of City natural resource enhancement projects. In order to design, implement, and monitor these projects, the incumbent will utilize professional biological expertise and training to determine habitat needs and niches required by specific plant and wildlife species and to develop strategies to meet restoration and monitoring goals.

Work is characterized by experienced, professional duties specializing in the protection of critical areas through frequent interaction with developers, government officials, other city departments, neighboring communities, consultants, and citizens, regarding environment and land use management, as well as research and policy development associated with critical areas. Duties and responsibilities include, but are not limited to, permit processing; inspections; designing and reviewing work of professional and paraprofessional environmental staff; and special project research and studies related to environmental management and land use planning. The incumbent is involved with implementation, administration, and compliance of City codes, ordinances, policies, and procedures in the areas of environmental management, land use planning, and land use management within and near critical areas; informs the public, developers, and others of various city code requirements; and ensures critical areas are protected during the development process. The incumbent may also work on the design and implementation of environmental enhancement and restoration projects and policy development.

Work is performed under limited supervision. The supervisor sets the overall objectives and resources available. The incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. The incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, and effectiveness of results.

Position Description: Environmental Ecologist ESSENTIAL DUTIES AND RESPONSIBILITIES:

Conduct site visits to determine or verify the presence of critical areas and identify critical area categories and classifications.

Prepare, review, and analyze complex wetland delineation and stream analysis reports, including problem and disturbed area wetlands.

Work with the Environmental Conservation Supervisor to prepare scope of work, budgets, and request for proposals (RFP) on environmental projects; prepare scoring criteria for RFP respondents; and assist in the selection of private consultants used.

Design, monitor, and oversee capital improvement, mitigation, and enhancement plans involving natural resources. This includes, but is not limited to, designing and/or reviewing consultant-designed native and roadside plant landscaping, wetland mitigations, and riparian and stream enhancement plans with landscaping and natural enhancement costs. Landscaping cost estimates will be prepared and/or reviewed by the incumbent for numerous projects.

Assist in monitoring and overseeing budgets for capital improvement mitigation enhancement projects.

Prepare project plans and specifications, including drafting as needed; analyze project requirements, physical location, and other pertinent data; prepare estimate of costs; assure that project designs are in compliance with a variety of local, state, and federal laws, codes, ordinances, and regulations governing construction projects.

Monitor Public Works enhancement projects utilizing best-available-science techniques to ensure they meet management and regulatory needs for vegetation establishment, hydrology, water quality, wildlife usage, and fisheries. Design, implement, oversee, and assist with consultant and in-house monitoring efforts for parameters listed above. Analyze monitoring data and recommend and implement alternative enhancement strategies and methods when parameters do not meet established performance standards.

Verify wetland delineations, including complicated delineations conducted on problem or disturbed sites; delineate wetlands; and prepare wetland delineation documentation in accordance with federal, state, and local guidelines and procedures.

Analyze the proposed development activity in relation to its impact on the critical areas. Prepare and review proposed mitigation plans in relation to their ability to protect critical areas from development.

Provide input and direction to the public, developers, and consultants on the preparation of critical area mitigation reports.

Prepare conceptual and final wetland mitigation plans and reports for City of Kent projects.

Enforce City ordinances related to wetlands, streams, and other critical areas.

Coordinate development review and work with City staff, departments, other agencies, and applicants.

Participate in technical meetings.

Prepare written reports, summarize findings, and write a variety of memos and letters, to staff, applicants, and other agencies.

Make presentations on environmental issues as needed at Public Hearings; represent critical area issues in front of the Hearing Examiner; make presentations to educate the public, including school children and the general public.

Provide direction, assistance, guidance, and training to other staff on environmental issues and the City's Shoreline Management Plan.

Review development plans for compliance with codes, environmental issues, and technical completeness. Work with applicants to solve compliance problems, negotiate revisions, and create alternatives that meet the City and applicant's objectives.

Provide information and services to property owners and the public.

Negotiate and administer contract services for critical area studies and peer reviews.

Write RFPs (Requests for Proposals); interview and select contractors/consultants; negotiate contracts; administer contracts including approving contractor/consultant work and invoices; negotiate and recommend contract changes as necessary.

Oversee and inspect contracted and in-house natural resource capital improvement projects, stream restorations, and wetland mitigations. This includes onsite direction, inspection, and adaptive management of projects utilizing professional experience, training, and judgment.

Assist in the development of environmental policy, including presenting the proposed policy to the City Council, staff, other departments, and the public.

Provide training, direction, and technical expertise to Environmental Engineering, the Planning Department, and other Public Works Department Staff.

Perform field reconnaissance of reported violations to locate and identify environmental problems throughout the City.

Provide investigation, enforcement, and technical support of environmental code violations and attend hearings to present testimony as necessary.

Establish effective work relationships with adjacent local governments, State Department of Health, State Department of Ecology, State Department of Fish and Wildlife, and the United States Army Corps of Engineers to correct environmental problems and protect natural resources.

Become familiar with, follow, and actively support and promote the vision, mission, values, and behavior statements of the department and the City.

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PERIPHERAL DUTIES

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Pacific Northwest wetland ecology, wetland hydrology, wetland plants, wetland soils, and classification systems
- Stream ecology and functions
- Wetland mitigation and monitoring practices
- Wildlife habitat
- Native plant identification, soil classification, and habitat evaluation procedures
- Principles of Land Use Planning
- Principles of Civil Engineering
- Municipal Public Works construction techniques
- Municipal government policies, procedures, codes, structure, operations, and objectives
- Applicable local, state, and federal laws, codes, regulations, and ordinances including, but not limited to, the Growth Management Act, State Environmental Policy Act, Shoreline Management Act, US Clean Water Act, Model Toxic Control Act, US Endangered Species Act, and other environmentally related statutes
- Proper research, analysis, and problem solving methods
- Trends, legislation, and other developments in the field of environmental science, wetlands, Planning, natural resources, and critical areas
- Hydro-geologic theory and practice at the level required to perform all job duties
- Principles of Land use regulations
- Principles of wetland management (local, state, and federal regulations) including delineations and mitigation
- Principles in environmental restoration/enhancement and wildlife habitat

SKILLED IN:

- Designing Public Works biological projects in accordance with budget limitations and established safety standards
- Effective organization and expression of ideas through the use of oral, written, and graphic communications
- Preparing and delivering oral presentations
- Using proper telephone techniques and etiquette to assist a diverse assortment of individuals and inquiries
- Developing and presenting educational and technical materials
- Negotiations and conflict resolution
- Effective use of interpersonal skills in a tactful, patient, and courteous manner
- Interpreting and making decisions in accordance with ordinances, governmental regulations, and policies and applying them to different situations
- Performing complex, technical work in a variety of environments

ABILITY TO:

- Operate a PC, e-mail, Intranet, Internet, and basic computer software such as Word, Excel, PowerPoint, and permit tracking software
- Provide effective written, graphic, and oral communication with diverse audiences
- Communicate complex, technical issues into common everyday terms

- Objectively evaluate and prepare wetland delineation reports, wetland and stream mitigation plans, and stream buffer enhancement plans
- Effectively work with others in a team environment
- Read, interpret, apply, analyze, and explain codes, rules, regulations, legal documents, technical materials, plans, policies, and procedures well enough to make recommendations and explain to others; and resolve unique, technically difficult, or controversial environmental issues
- Analyze situations accurately and adopt an effective course of action
- Read, understand, and interpret engineering plans, drawings and specifications
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Maintain records and prepare reports
- Plan and organize work to meet schedules and timelines
- Compose, proofread, and edit correspondence
- Educate others during meetings and public presentations
- Present proposals and plans in a positive, persuasive, and effective manner
- Organize and conduct various research projects
- Work independently with minimum supervision
- Speak effectively, present information, and respond to questions from City council, management, developers, the general public, and/or public groups

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in biology, environmental engineering, environmental science,

hydrology, natural resource management, or a related field; and

Experience: Six (6) years experience working the in the wetland field completing wetland

delineation reports, mitigation plans, and stream enhancement plans; demonstrated success protecting critical areas or a related position, which includes conducting or reviewing wetland delineations and understanding federal,

state, and local regulations.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's License, or the ability to obtain within thirty (30) days of employment
- Must successfully pass the city's pre-employment driver's records check; complete the City's Defensive Driving Course; and must maintain an excellent driving record

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machines and equipment including, but not limited to, personal computer, copier, fax machine, multiline telephones, digital camera, and pager.

The incumbent may be required to operate a City vehicle to travel to and from sites within and outside of the City.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; and talk and hear normally with or without mechanical assistance. The employee is required to sit, stand, walk and reach with hands and arms. The employee may occasionally be required to climb or balance and stoop, kneel, crouch or crawl. The incumbent may be required to lift and/or move in excess of 25 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

WORKING CONDITIONS:

Work is performed in a typical office environment and site visits for inspections with moderate noise level in the office and the potential for very loud noises in sites. Some work will include travel to regional governmental offices, local businesses, meetings, and other forums. Attendance at evening and weekend meetings is required. The incumbent may be subject to irate or disgruntled individuals.

Incumbent's Signature Date Supervisor's Signature Date Approval: Department Director/Designee Date Employee Services Director/Designee Date **Note: This document will be reviewed and updated annually at the time of the employee's performance appraisal, when the position becomes vacant or if the

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duties change significantly.